

To All Water Systems Serving Populations Greater than 3,300:

Following are the deadlines for the submission of your Vulnerability Assessments to the USEPA, and information about the method of submittal.

Vulnerability Assessment Submission Deadlines

Systems serving populations between 3,300 and 50,000 must submit before June 30, 2004.

Systems serving populations between 50,000 and 100,000 must submit before December 31, 2003.

Instructions for Submitting Vulnerability Assessments to EPA

A completed certification form must accompany all VA's submitted to the EPA. See www.epa.gov/safewater/security/util-inst-app1.pdf or contact the New Jersey Water Association for details.

EPA has had several vulnerability assessments (VA) sent to headquarters in a manner that they believe could facilitate interception by unauthorized people. To ensure that all VAs are handled with the appropriate security precautions, EPA is suggesting that systems use the instructions detailed below (a full description of the instructions are also available at www.epa.gov/safewater/security/util-inst.pdf)

EPA **recommends** Vulnerability Assessments be delivered to them using an express or courier service such as Federal Express, United Parcel Service, Airborne, etc., which provides tracking and certification of delivery. Using these services will ensure that the submission is delivered directly to the persons authorized to receive and process these items. When using express or courier delivery service, address the package to:

U.S. Environmental Protection Agency
Water Resource Center (WSD-RAR)
Room 1119 EPA West Building
1301 Constitution Ave., NW
Washington, D.C. 20004
Phone number 202-566-1729 (for couriers use)

EPA Does NOT recommend using regular U.S. Postal Service but systems may submit VA's through the U.S. Mail by using the following address:

Attention: Janet Pawlukiewicz
Mail Code: 4601M
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington DC 20460

EPA strongly recommends that water systems send their VA:

- ♦ **Sealed in two envelopes** - one inside the other.
- ♦ The inside envelope, containing the VA, should be sealed and marked **“TO BE OPENED BY ADDRESSEE ONLY - Janet Pawlukiewicz.”**
- ♦ The outer envelope should be addressed to the delivery address shown above.
- ♦ Do not make any reference to the contents on the outer envelope - **Do NOT** use words such as “vulnerability assessment,” confidential,” etc.

Please feel free to call at (609) 242-7111 with any questions.

Rick Howlett, NJWA